

The Bosco Centre	
Policy:	Length of stay and withdrawals procedure
Applies to:	College, Independent school, Nursery and Youth clubs
Reviewed:	October 2018
Next Review:	October 2019

Length of Stay on programme

From the initial assessment the Careers Advisor/Principal /interviewer, taking into account the learner's needs, their ability, their background situation, shall make a decision in agreement with the learner, as to their length of stay on the programme, in order to complete their proposed qualifications. This is recorded on ILR & ILP.

Absence monitoring

This is to be done on a daily basis and a lesson basis. Students sign in when they arrive each day and lateness shall be recorded. Each tutor shall keep a class register. This is a way of checking whether or not a learner actually completes all lessons of the day. These shall be used to monitor not only attendance, but also motivation and interest or otherwise in different lessons, and obviously their daily attendance. Each tutor should also make a record on the weekly review as to attendance. A simple fraction will be sufficient for recording purposes. These will be looked at on a weekly basis by the Principal or her substitute, who will inform staff at their meetings, of those students at risk of leaving early or being excluded.

Early leavers - Those at risk of leaving early or being excluded

The Principal, in consultation with staff through informal discussion, staff meetings and reviews, through monitoring of attendance records, will after discussion with a learner, verbal warnings and in some cases written warnings, decide on whether or not the learner shall continue on the programme. According to our Code of Conduct, which is given to each learner at their induction and continually referred to through the "reflection time", reasons for dismissal are made very clear to learners. A letter of dismissal shall be given to the learner on a decision of exclusion.

Those at risk of leaving early shall be identified through monitoring of registers and weekly reviews, (which not only comment on attendance at each lesson, but also on motivation and progress). These learners will be discussed at staff meetings and strategies found to help them improve on the appropriate area needed for them to continue.

These learners will have interviews with the Principal and plans for progress agreed. This may be recorded in their files if appropriate.

Deciding when a learner should be taken off the programme – breaks in learning

This should be done within 28 days of absence unless through contact with the learner/employer, there has been an agreement for a break in learning. This will be recorded on the ILP with reasons for break. (reasons could be maternity leave, death in the family- needing to go overseas for this...but need to be of a serious nature. This would be up to the discretion of the Principal and the employer in conjunction with each other. Should no serious reason be given then the learner will be taken off the programme from the last time they were in learning or employment